

## ***When Should The Plan Be Filed? Whose Responsibility Is It?***

Section 2530.5 (f) of the Business and Professions Code and Section 1399.152.2 of the California Code of Regulations require prior approval of an RPE (Required Professional Experience) plan. If you plan to hire or supervise an RPE applicant, the "Application for Temporary Required Professional Experience License" in Speech-Language Pathology or Audiology form available from the Board office must be completed jointly by you and the RPE applicant.

**An RPE applicant may not begin working in a setting in which licensure is required until his or her application has been approved by the Board.**

Employing or supervising an RPE applicant without prior approval is a violation of the Board's regulations and may subject both the supervisor and the applicant to a citation and fine for unlicensed practice.

## ***What Requirements Must A Supervisor Have? Do They Vary By Setting?***

An individual must hold a current California license in the appropriate area to supervise an RPE speech-language pathologist or audiologist in all but 2 types of settings (public schools and federal agencies).

To supervise an RPE in a public school or federal agency, a supervisor must hold either a current CCC (Certificate of Clinical Competence) or have current licensure.

**Effective July 1, 2003, any person obtaining their required professional experience must hold the RPE Temporary License regardless of the work setting. (i.e. employment in the public school and federal agencies are no longer exempt for the purpose of completing the RPE.)**

NOTE: Private schools and Head Start Programs are **NOT** exempt settings.

## ***How Much Supervision Is Required?***

**An RPE applicant working full-time (a minimum of 30 hours per week) must be directly observed a minimum of 8 hours per month.** At least 4 of the 8 hours must be while the RPE is providing services to the client/patient. The 4 remaining hours must consist of a joint review of evaluation and assessment reports, case management plans, patient discharge reports, etc.

An RPE applicant working part-time (between 15 and 29 hours per week) must be **directly** observed a minimum of 4 hours per month. At least 2 of the 4 hours must meet the same criteria as above.

The supervisor must review the RPE's performance for the purpose of improving the applicant's expertise and must notify the RPE in writing if minimal competency is not achieved.

## ***What Services May An RPE Speech-Language Pathologist Or Audiologist Provide? Are There Restrictions By Setting?***

An RPE speech-language pathologist or audiologist whose plan has been filed and who has received notification of approval, may provide the same services as a fully licensed individual.

## ***Beyond Supervision, What Are The Supervisor's Responsibilities?***

The supervisor is responsible for the health, safety and welfare of the patients treated. All evaluation and assessment reports, treatment plans, progress and discharge reports drafted by the RPE must be reviewed and countersigned by the supervisor.

## ***How Many RPEs May One Supervise At One Time?***

No more than 3 RPEs may be supervised by one licensee unless authorized by the Board. See Section 1399.153.4 of the California Code of Regulations for information on seeking an exemption.

## ***What Notification Is Required In Changing An RPE Plan Or Terminating The Services Of An RPE Applicant?***

You are no longer required to report to the Board any changes in the RPE. You will be required to submit a Supervisor Responsibility Statement for each RPE you supervise. The signed statement must be submitted to the Board office within 30 days.

If the RPE is terminated you are required to submit the Required Professional Experience Verification form within 10 days of termination.

## ***When Does The RPE End?***

There are no provisions in the law allowing an RPE applicant to continue working beyond the ending date approved by the SLPAB. With or without supervision, such practice constitutes unlicensed activity and is defined as unprofessional conduct. (RPE applicants working in federal agencies and public school employees are the exception to this rule.)

**It is your responsibility as the RPE supervisor to complete the verification form and return it to the Board office at the conclusion of the approved period of supervision.**

If the RPE applicant has not taken and passed the required examination, practice must cease immediately at the **end of the approved plan.**

## Frequently Asked Questions

**Q** *Who is responsible for filing the original plan?*

**A** It is a joint responsibility. An RPE applicant working without approval is practicing without a license and the supervisor is aiding and abetting unlicensed practice.

**Q** *Must a plan be filed for experience in an exempt setting?*

**A** Yes, effective July 1, 2003, any person obtaining their required professional experience must hold the RPE Temporary License regardless of the work setting.

**Q** *What do I do if the RPE is not meeting my definition of minimal competency?*

**A** You must review the RPE's performance on a monthly basis and discuss with him or her your evaluation. Therefore, you should have a record to show why you cannot grant the RPE a rating of satisfactory in your final evaluation. You must notify the RPE applicant orally and in writing that he or she is not minimally competent and submit a written statement to the Board documenting the basis for your determination with the final verification of experience form.

**Q** *Where do we get the verification form to be submitted at the end of the experience?*

**A** The verification form is included in the application packet sent to the RPE applicant or you may go to our website at [www.slpab.ca.gov](http://www.slpab.ca.gov) and download the form.

**Q** *If my applicant hasn't passed the required examination, can he or she continue to practice in a non-exempt setting as long as I continue to provide supervision?*

**A** No. The RPE plan is approved for 1 full year which allows the RPE to continue practicing under your supervision beyond the required minimum 36 weeks full-time experience. **Continued supervision of an RPE beyond the ending date is unlicensed practice and is grounds for a citation and fine.**

**Q** *If I have questions about my responsibilities as a supervisor, who should I contact?*

**A** Call or write the Board office.

**Q** *What are the ramifications of employing or supervising an RPE prior to approval of his or her plan?*

**A** Both the supervisor and the RPE may be subject to a citation and fine for unlicensed practice. See Sections 1399.159-1399.1159.4 of the California Code of Regulations for further information.

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# PLANNING TO SUPERVISE AN RPE?

## LEGAL REQUIREMENTS

## HELPFUL HINTS

## FREQUENTLY ASKED QUESTIONS